

A regular meeting of the Municipal Civil Service Commission convened on Monday, June 25, 2001, with Priscilla R. Tyson, Douglas S. Morgan and Grady L. Pettigrew present.

\* \* \*

RE: *Review and approval of the May 21, 2001, regular meeting minutes.*

This item was deferred to later in today's meeting.

\* \* \*

RE: *Review of the results of the pre-hearing conferences for the following appeals:*

*Geneva F. Everett vs. Columbus Public Schools, Appeal No. 01-BA-0008. Food Service Helper – Discharged – Trial Board scheduled for August 13, 2001.*

*Donna Wheat vs. Columbus Public Schools, Appeal No. 01-BA-0009. Custodian II – 10-day Suspension – Trial Board scheduled for September 17, 2001.*

*Astley Davy vs. City of Columbus, Appeal No. 01-CA-0006. Police Officer – 120-hour Suspension. CSC hearing scheduled for July 30, 2001.*

This item was deferred to later in today's meeting.

\* \* \*

RE: *Rule Revisions.*

No Rule revisions were submitted this month.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the Background Removal Standards for Police Officers and Police Communication Technicians.*

This item was deferred to later in today's meeting.

\* \* \*

RE: *Request of appellant Katherine Hill to withdraw the appeal she filed with the Civil Service Commission on March 26, 2001 - Appeal No. 00-BA-0002.*

The Commissioners approved Ms. Hill's request to withdraw the appeal she filed with the Civil Service Commission on March 26, 2001.

\* \* \*

RE: *Request of appellant George Miller to withdraw the appeal he filed with the Civil Service Commission on December 4, 2000 – Appeal Number 00-BA-0031.*

The Commissioners approved Mr. Miller's request to withdraw the appeal he filed with the Civil Service Commission on December 4, 2000.

\* \* \*

RE: *Request of appellant John C. Byrd to withdraw the appeal he filed with the Civil Service Commission on July 20, 2000 – Appeal Number 00-BA-0021.*

The Commissioners approved Mr. Byrd's request to withdraw the appeal he filed with the Civil Service Commission on July 20, 2000.

\* \* \*

RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

\* \* \*

RE: *Request of the Columbus Public Schools to revise the specification for the classification of Audio Visual Production Specialist (Class Code 347).*

PRESENT: Reamus Martin, Columbus Public Schools

Mr. Martin presented the request from the Columbus Public Schools to revise the specification for the classification Audio Visual Production Specialist. This request was based on the need to broaden the classification to update the tasks and responsibilities of the classification. This specification was last revised in 1987.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collector and Vehicle Operator (Manual) with no revisions (Class Code 3923).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Refuse Collector and Vehicle Operator (Manual) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October of 1996. There are currently sixty-eight incumbents in this classification.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collector with no revisions (Class Code 3924).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Refuse Collector with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1996. There are currently nineteen incumbents in this classification.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collector and Packer Operator with no revisions (Class Code 3925).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Refuse Collector and Packer Operator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October of 1996. There is currently one incumbent in this classification.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Container Assembler and Repairer with no revisions (Class Code 3929).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Refuse Container Assembler and repairer with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1996. There are currently nineteen incumbents in this classification.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Refuse Collection District Manager with no revisions (Class Code 3933).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, presented the Commission's request to approve the specification review for Refuse Collection District Manager with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in July of 1996. There are currently four incumbents in this classification.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Wastewater Plant Supervisor I with no revisions (Class Code 3875).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Wastewater Plant Supervisor I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1993.

Based on input from the department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Word Processing Specialist (Class Code 0570).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to impose a hiring moratorium on Word Processing Specialist. There are currently nineteen positions allocated to this classification, which was last reviewed in November of 1994. While it was once necessary to have a classification dedicated to the function of word processing, the need for such a specialized classification no longer exists. Word processing is considered standard in most offices and the software that is now available is much more user-friendly and bares little resemblance to its earlier predecessors. The result has been that there is a tremendous amount of overlap and no differentiation amongst the positions allocated to this class and the Typist Clerk and/or Clerk Specialist classes. The proposed moratorium would not impact the current incumbents and is consistent with a moratorium that was imposed upon the Word Processing Equipment Operator classification in October of 1994. It was therefore recommended that a hiring moratorium be placed on the Word Processing Specialist classification to prevent further allocations.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Development Project Coordinator (Visual Communications) and retitle it to read Graphics Designer, change the probationary period to 365 days, and amend Rule XI accordingly (Class Code 2029).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Trade and Development Department as they wished to hire a talented graphics designer to design and produce various graphic materials, including reports, brochures, maps and panels for public presentations. The Department reviewed the Development Project Coordinator specification, which was created nearly thirty years ago for their department as a single position classification and restricted to the Director's Office. These restrictions prevented the department from using the specification in the manner they feel is most appropriate for their current structure.

By definition a Graphics Designer would be responsible for the design and production of visual communications media. The examples of work section was revised to more accurately represent the duties typically performed by and assigned to a Graphics Designer. The minimum qualifications were revised to reflect the level of responsibility assigned to the proposed specification; possession of a bachelor's degree and three years experience in graphic design, visual communications or mass production of printed and other media. A master's degree could substitute for one year of the required experience. The proposed knowledge, skills and abilities were revised to support the examples of work and minimum qualifications sections. It was recommended that the examination type remain noncompetitive. It was recommended that the probationary period be extended from 270 to 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil service Commission staff to revise the specification for the classification Legal Intake Counselor (U) [Class Code 1990].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Legal Intake Counselor. There are currently twenty-seven part-time incumbents serving in this classification, which was last revised in January of 1989.

The proposed revisions were primarily to the examples of work section to more accurately reflect the work performed. A guidelines for class use was added that is consistent with other unclassified specifications and references the appropriate City Charter section pertaining to unclassified service.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to create the specification for the classification Sewer Cleaning Equipment Operator, assign the probationary period of 365 days, designate the examination type as competitive, and amend Rule XI accordingly.*

*Request of the Civil Service Commission staff to reallocate designated positions in the current Equipment Operator II classification (Class Code 3421) to the proposed Sewer*

*Cleaning Equipment Operator classification and allow all affected incumbents in the positions being reallocated to retain their current classification status and seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy M. Rollins presented the Commission's request to create the classification Sewer Cleaning Equipment Operator. There are currently eight positions classified as Equipment Operator IIs assigned to operate the Sewer Vactor vehicles in the Sewerage and Drainage Division, Department of Public Utilities. Unlike other equipment operator positions, the sewer-cleaning job requires more than equipment operation. The responsibilities assigned to these sewer-cleaning positions are considerably different than other positions allocated to Equipment Operator II. These eight classifications were carefully reviewed with job observations and interviews with classification incumbents, supervisors and managers. It was then recommended that a Sewer Cleaning Equipment Operator classification be created.

By definition, the Sewer Cleaning Equipment Operator would be responsible for operating a combination cleaning and vacuuming machine used for power cleaning and preventative maintenance of wastewater collection lines and related structures. The examples of work section was written to reflect the type of work typically performed by the Sewer Cleaning Equipment Operators. The minimum qualifications require possession of a valid, Class A or Class B, commercial motor vehicle operator's license allowing the operation of vehicles with air brakes.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Software Engineer (Class Code 0585).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the classification of Software Engineer. Currently the Department of Technology (DoT) is in the process of assuming responsibility for all information technology functions previously performed by various departments and divisions citywide. This change, combined with continuing volatility in the IT professional market, necessitated that the Commission continue to ensure its classification specifications for the IT area are as flexible and inclusive as possible while continuing to meet established classification principles. This classification was created in 1997 and currently there are no incumbents in the classification.

It was recommended that the definition be revised to read: "Under direction, is responsible for researching, designing, developing, and implementing enterprise software systems which may include database management, server applications and/or internet development." The examples of work section of the specification was revised to reflect the additional duties and responsibilities involved with the various enterprise systems. Candidates who possess professional certifications in information technology have demonstrated a significant level of experience and have passed multiple examinations that measure advanced technical knowledge in that field. It was therefore recommended that the minimum qualifications be revised to reflect the quality and validity of these certifications. It was recommended that the probationary period remain at 365 days and that the examination type remains designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to create the specification for the classification Business Processes Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to create the classification of Business Processes Coordinator to be responsible for coordinating technology functions between the Department of Technology (DoT) and the individual departments or divisions.

The definition was recommended to read: "Under direction, will be responsible for coordinating the information technology systems requirements of the department/division with the provider capabilities of the Department of Technology." Proposed examples of work were written to be reflective of the type

of duties performed by incumbents in this classification. A guideline for class use was recommended indicating only one (1) position may be allocated to this classification per department or division. Large departments may need to allocate one position to this classification for each of its respective divisions. It was recommended that the minimum qualifications for this classification be "Possession of a bachelor's degree with significant course work in business administration, management information systems, computer programming, or closely related field and two years of consulting or coordinating experience in the analysis, development and implementation of business processes or management information systems.

Substitutions: Additional experience in the above areas may be substituted for the required education on a year-for-year basis. A master's degree in computer science or closely related field may be substituted for one year of the required experience. While it is contrary to Commission policy to allow experience to substitute for the educational requirements in a noncompetitive classification, current classes within the Technology group have included similar substitutions due to the difficulty in recruiting highly skilled technical professionals. The knowledge, skill and ability requirements represent a good foundation in both business functions and technology capabilities as well as additional experience performing duties related to those functions. It was recommended that the classification of Business Processes Coordinator be assigned a 365-day probation period and that the examination type be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineer II (Class Code 1047).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Engineer II in accordance with Civil Service Commission policy on classification review. Engineer II was last reviewed in December of 2000, and per the request of the departments, no changes were made at that time. However, the Public Service Department requested a review of the minimum qualifications for this class. There are seventeen incumbents in this classification.

It was recommended that the definition be revised to read, "Under general direction, is responsible for performing moderate to difficult professional engineering work." Revisions to the examples of work section was recommended to reflect the order of importance of job duties. Currently the minimum qualifications for Engineer II are possession of a valid State of Ohio certificate as a registered Professional Engineer and one year of experience as an Engineer I with the City of Columbus or equivalent experience. The Departments of Public Service and Public Utilities have suggested substitutions to the current minimum qualifications that would not undermine the quality and integrity of the engineering work, but could alleviate the shortage of candidates available for City employment. The department would still require the P.E. license but would be willing to consider candidates who, for various reasons, may have only recently acquired the licensure, but have had years of practical engineering experience. In order that the distinction between professional engineering experience and practical engineering experience is clearly defined, a special definition was recommended to be noted on the class specification. The knowledge, skills and abilities section of the specification were revised to reflect a higher level of engineering expertise. It was recommended that the probationary period remain at 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineer III (Class Code 1048).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Engineer III in accordance with Civil Service Commission policy on classification review. Engineer III was last reviewed in December of 2000, and per the request of the departments, no changes were made at that time. However, the Public Service Department requested a review of the minimum qualifications for this class. There are nineteen incumbents in this classification.

It was recommended that the definition be revised to read, "Under general direction, is responsible for performing difficult to complex professional engineering work and/or supervising professional and technical engineering staff." The examples of work section was revised to reflect the order of importance of job duties. Currently the minimum qualifications for Engineer III are possession of a valid State of Ohio certificate as a registered Professional Engineer and three years of experience as an Engineer II with the

City of Columbus or equivalent experience. The Departments of Public Service and Public Utilities have suggested substitutions to the current minimum qualifications that would not undermine the quality and integrity of the engineering work, but could alleviate the shortage of candidates available for City employment. The department would still require the P.E. license but would be willing to consider candidates who, for various reasons, may have only recently acquired the licensure, but have had years of practical engineering experience. In order that the distinction between professional engineering experience and practical engineering experience is clearly defined, a special definition was recommended to be noted on the class specification. The knowledge, skills and abilities section of the specification were revised to reflect a higher level of engineering expertise. It was recommended that the probationary period remain at 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Engineer IV (Class Code 1049).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Engineer III in accordance with Civil Service Commission policy on classification review. Engineer III was last reviewed in December of 2000, and per the request of the departments, no changes were made at that time. However, the Public Service Department requested a review of the minimum qualifications for this class. There are nineteen incumbents in this classification.

It was recommended that the definition be revised to read, "Under general direction, is responsible for performing difficult to complex professional engineering work and/or supervising professional and technical engineering staff." The examples of work section was revised to reflect the order of importance of job duties. Currently the minimum qualifications for Engineer III are possession of a valid State of Ohio certificate as a registered Professional Engineer and three years of experience as an Engineer II with the City of Columbus or equivalent experience. The Departments of Public Service and Public Utilities have suggested substitutions to the current minimum qualifications that would not undermine the quality and integrity of the engineering work, but could alleviate the shortage of candidates available for City employment. The department would still require the P.E. license but would be willing to consider candidates who, for various reasons, may have only recently acquired the licensure, but have had years of practical engineering experience. In order that the distinction between professional engineering experience and practical engineering experience is clearly defined, a special definition was recommended to be noted on the class specification. The knowledge, skills and abilities section of the specification were revised to reflect a higher level of engineering expertise. It was recommended that the probationary period remain at 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Records Technician (Class Code 0445).*

PRESENT: John Swinger, Personnel Analyst II

John Swinger presented the Commission's request to revise the specification for the classification Police Records Technician as part of the Commission's ongoing policy of reviewing classifications that have not been reviewed for five years or more. This classification was created in 1971 and was last revised in July of 1995. There are currently forty positions allocated to this classification.

No revisions to the definition were recommended. The revisions to the examples of work section of the specification were to more accurately describe duties performed by Police Records Technicians. One year of clerical or general office experience was added to the minimum qualifications so that applicants are able to adjust to the office environment and the attention to detail that the work demands. The ability to type 25 words per minute was added to the knowledge, skills and abilities section of the specification. According to supervisors of Police Records Technicians, the ability to type is absolutely essential to successfully performing this job. Most Police Records Technicians rotate assignments on a daily basis and some assignments require extensive data entry, such as taking reports over the phone from police officers. If an employee is unable to perform this most basic function of the job, it creates an unfair burden on co-workers, contributes to a negative work environment and leads to a higher turnover rate. In addition, police Officers that are placed on hold for long periods of time while calling in reports are

temporarily unavailable to serve and protect the public. It was recommended that the probationary period remain at 270 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Labor Relations Manager (Class Code 0219).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented the Commission's request to revise the specification for the classification Labor Relations Manager as part of the Civil Service Commission's effort to review all classifications at least every five years. This classification was last updated in May of 1996. There is currently one incumbent in this classification.

There were no revisions recommended to the definition and the revisions to the examples of work section were to better clarify the duties performed by the job incumbent. The guidelines for class use was revised to read, "Positions allocated to this classification are restricted to the Human Resources Department." One revision to the knowledge, skills and abilities section was recommended to more accurately define the knowledge level necessary for a job incumbent. It was recommended that the probationary period remain at 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to merge the classification Aging Programs Care Coordinator (Social Services) [Class Code 0871] into Aging Programs Care Coordinator (Health Services) [Class Code 0870], revise and retitle it to read Aging Programs Care Coordinator, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 0870).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented a request to merge Aging Programs Care Coordinator (Social Services) into Aging Programs Care Coordinator (Health Services) and revise and retitle it to read Aging Programs Care Coordinator (APCC). These two classifications were reviewed as part of the Commission's policy of reviewing classifications every five years; both classifications were last reviewed in October of 1993. The merger was requested due to the overwhelming similarities of the classifications and changes in funding requirements. When these two classifications were created, the funding source for COAAA required that the agency retain a specific number of nurses (APCC-Health Services) in proportion to the number of social workers (APCC-Social Services) on staff. It was also common to pair an APCC-Social with an APCC-Health when assigning client visits. It is now acceptable to send either a social worker or a nurse to manage home-assessment visits. Because these two classifications are functioning in the same capacity, it was recommended that they be merged.

The definition was recommended for revision to better reflect the essence of the classification. Revisions to the examples of work section of the specification were requested to better clarify the duties performed by job incumbents. Recommended revisions to the minimum qualifications allowed for either a license in nursing or in social work to reflect the merging of the classifications. The qualification of an interim, nursing permit was removed because it no longer exists. Also, the bachelor's degree substitution allowed on the Aging programs Care Coordinator (Social Services) classification was removed. The Ohio Department of Aging no longer accepts this permit in lieu of a license in social work. The knowledge, skills and abilities section of the specification were recommended for revisions to better encompass the skills needed by the two classifications being merged and current acceptable language. It was recommended that the probationary period remain 365 days and that the examination type remains designated noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Communications Division Administrator (Class Code 0266).*



PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise the specification for the classification Communications Division Administrator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in May of 1986. There is currently one incumbent in this classification.

The primary mission of the Communications Division is to provide communications support to the City of Columbus' Divisions of Fire and Police and public safety agencies other than Columbus. The Communications Division Administrator position is the top-level management position in the Communications Division. The definition was revised to read "Under administrative direction, is responsible for planning, directing and coordinating the activities of the Communications Division; performs related duties as required." The Division Administrator directs day-to-day technical support and information services operations through the Communications Division Assistant Administrator position. In addition to directing day-to-day operations, the Division Administrator is involved in typical administrative activities including planning, policy formulation and implementation, budgeting, and labor and public relations. The examples of work section of the specification was revised to more accurately reflect the scope and level of work performed by the incumbent. During the review of this classification, serious consideration was given to current Commission policy regarding minimum qualifications for this level of classification. To address this issue, thirteen agencies utilizing public safety communications systems were surveyed and other division administrator job class specifications were reviewed. It was then recommended that the minimum qualifications require possession of a bachelor's degree and seven years of experience in the design, installation, operation, maintenance and/or repair of communications equipment, three years of which must have been at a managerial level. A master's degree may be substituted for one year of the non-managerial experience and two years of additional experience may be substituted for two years of the required college education on a year-for-year basis. This additional substitution was recommended based upon the fact that two-year degree programs are common for this field. Revisions to the knowledge, skills and abilities section of the specification were recommended to require a thorough knowledge of business or public administration, as well as the relevant technical areas. It was recommended the examination type remain noncompetitive and that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Communications Division Assistant Administrator (Class Code 0267).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented the Commission's request to revise the specification for the classification Communications Division Assistant Administrator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1987. There is currently one incumbent in this classification.

The primary mission of the Communications Division is to provide communications support to the City of Columbus' Divisions of Fire and Police and public safety agencies other than Columbus. Under direction of the Communications Division Administrator, the Assistant Administrator assists in directing day-to-day technical support services operations through the Electronic Systems Coordinator position. In addition to directing day-to-day operations, the Assistant is involved in typical administrative activities including planning, policy formulation and implementation, budgeting and labor and public relations. The definition was revised to more concisely describe the position and the examples of work section of the specification was revised to more accurately reflect the scope and level of work performed by the incumbent. During the review of this classification, serious consideration was given to current Commission policy regarding minimum qualifications for this level of classification. To address this issue, thirteen agencies utilizing public safety communications systems were surveyed and other division assistant administrator job class specifications were reviewed. It was then recommended that the minimum qualifications require possession of a bachelor's degree and five years of experience in the design, installation, operation, maintenance and/or repair of communication equipment, two years of which must have been at a managerial level. A master's degree may be substituted for one year of the non-managerial experience and two years of additional experience may be substituted for two years of the required college education on a year-for-year basis. This additional substitution was recommended based upon the fact that two-year degree programs are common for this field. Revisions to the knowledge, skills and abilities section of the specification were recommended to reflect the need for effective management and a considerable knowledge of business or public administration, as well as the relevant technical areas.

It was recommended the examination type remain noncompetitive and that the probationary period remain at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Residency Hearing Reviews.*

No Residency Hearing Reviews were submitted this month.

\* \* \*

RE: *Administrative/Jurisdictional Reviews.*

This item was deferred to later in today's meeting.

\* \* \*

RE: *Personnel Actions.*

No Personnel Actions were submitted this month.

\* \* \*

RE: *Decision on the hearing on the merits of the appeal of James C. Ward from the action of the Department of Public Safety, Division of Fire, suspending him for 48 duty hours from the position of Firefighter – Case No. 00-CA-0026.*

This item was deferred to later in today's meeting.

\* \* \*

RE: *Review of the results of the pre-hearing conferences for the following appeals:*

*Geneva F. Everett vs. Columbus Public Schools, Appeal No. 01-BA-0008. Food Service Helper – Discharged – Trial Board scheduled for August 13, 2001.*

*Donna Wheat vs. Columbus Public Schools, Appeal No. 01-BA-0009. Custodian II – 10-day Suspension – Trial Board scheduled for September 17, 2001.*

*Astley Davy vs. City of Columbus, Appeal No. 01-CA-0006. Police Officer – 120-hour Suspension. CSC hearing scheduled for July 30, 2001.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ms. Carter appeared before the Commissioners and reported on the results of three pre-hearing conferences conducted earlier today.

Geneva F. Everett – Thomas Drabick, the OAPSE representative, was unable to appear today but advised he will complete the pre-hearing conference form and fax it to the Commission. Columbus Public School's attorney, Larry Braverman, advised he expects to call two witnesses. Ms. Everett was discharged for being AWOL and did not appear for either of the hearings at the Columbus Public Schools, so it is possible she will not appear for the Trial Board on August 13, 2001.

Donna Wheat – Thomas Drabick, the OAPSE representative, was unable to appear today but advised he will complete the pre-hearing conference form and fax it to the Commission. Mr. Braverman intends to call three witnesses to testify to the charges of insubordination.

Astley Davy – Mr. Davy's counsel John Waddy was present but Mr. Davy was not. Mr. Waddy asked to submit his witness list by close of business on June 27, 2001. Assistant City Attorney Alan Varhus will also fax his witness list by June 27, 2001. Both attorneys agreed that the case should not take longer than one afternoon.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the Background Removal Standards for Police Officers and Police Communication Technicians.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ms. Carter presented a request to revise Section C - Employment of the Background Removal Standards for Police Officers and Police Communication Technicians.

The current standard removes applicants who fail to average 12 months per job during the five-year period preceding the establishment of the eligible list. This has resulted in the arbitrary removal of some applicants and the retention of other applicants who meet the standard, but who also fail to have an overall desirable employment history.

For example, a woman who leaves the work force to raise her children, takes a full time job for less than 12 months, then leaves the work force again would be removed if this was the only full time job she held during the five-year period. On the other hand, an applicant who has had seventeen jobs in seventeen years, but stayed at each job 12 months, would not be removed.

The current standard also appears to have a disproportionate effect on younger applicants. The current unemployment rate and the demand for employees with certain skills, make it questionable whether the current standard is an accurate and appropriate means of gauging job stability.

In accordance with the Commissioners' request, C-1 has been added to the proposed standard. This portion of the standard will require applicants to demonstrate a minimal level of job stability.

The language proposed in C-2 will mirror the Fire Standard. This will enable the division's Background Review and Oral Board process to conduct a more thorough review of each applicant's employment history.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

*The Commission recessed its meeting at 1:41 p.m. to consider the deferred items.*

\* \* \*

*The Commission reconvened its meeting at 2:05 p.m.*

\* \* \*

RE: *Review and approval of the May 21, 2001, special meeting minutes.*

The minutes were approved as written.

\* \* \*

RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

*Review of the appeal of Shaun D. Lathem regarding the rejection of his applications for the Automotive Mechanic (Heavy) and the Automotive Mechanic (Light) examinations. Appeal No. 01-CA-0012*

This item was deferred.

*Review of the appeal of Reza Reyazi regarding the rejection of his application for the Development Project Coordinator (Urban Renewal) vacancy. Appeal No. 01-CA-0013*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to uphold the rejection of Reza Reyazi's application and dismissed his appeal without a hearing.

*Review of the appeal of Walter A. Wilson, P.E. regarding the rejection of his application for the Engineer III vacancy. Appeal No. 01-CA-0014*

The Commissioners upheld the written recommendation submitted by the Civil Service Commission staff to disapprove Walter A. Wilson's application for Engineer III. However, at today's meeting the Commission reviewed and revised the minimum qualifications for the Engineering series, including

Engineer III. Since Mr. Wilson's appeal was pending for this class, the Commission directed the staff to re-evaluate his application. Mr. Wilson's application was subsequently re-evaluated and it was determined that, based upon the revised minimum qualifications, his application would now be approved for any future vacancies to this class. Accordingly, the Commission decided to dismiss Mr. Wilson's appeal without a hearing.

*Review of the appeal of Robert C. Thomas regarding the rejection of his application for the Underwriting/Marketing Association examination at the Columbus Public Schools. Appeal No. 01-BA-0014*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to uphold the rejection of Robert C. Thomas' application and dismissed his appeal without a hearing.

*Review of the appeal of Sunjlee James regarding her termination from the position of Custodian II (Substitute) with the Columbus Public Schools. Appeal No. 01-BA-0015*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that it has no authority or jurisdiction over Ms. James' appeal and dismissed it without a hearing.

\* \* \*

RE: *Decision on the hearing on the merits of the appeal of James C. Ward from the action of the Department of Public Safety, Division of Fire, suspending him for 48 duty hours from the position of Firefighter – Case No. 00-CA-0026.*

At its regular meeting held on May 21, 2001, the Civil Service Commission heard testimony and reviewed documents relative to the above captioned case. The Commission, in a unanimous decision, found Firefighter James C. Ward III guilty of Charge I, Specification I, and affirmed the action of the appointing authority in suspending Firefighter Ward for 48 duty hours.

\* \* \*

RE *Hearing on the merits of the appeal of Terry McClary, from the action of the Department of Public Safety, Division of Police, suspending him for 120 hours from the position of Police Officer - Case No. 01-CA-0001.*

The Commissioners decided to re-schedule this hearing so that it can be completed in the duration of one day.

\* \* \*

*The meeting was adjourned at 2:12 p.m.*

\* \* \*

---

Priscilla R. Tyson, Commission President

---

July30, 2001  
Date